



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF NURSE, PUBLIC HEALTH

Class No. 004560

■ CLASSIFICATION PURPOSE

Under administrative direction, to plan and implement Public Health Nursing Standards and Practices in the Health & Human Services Agency (HHSA), Public Health Services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Chief Nurse, Public Health is a one position, management class responsible for Public Health Nursing Standards and Practices, Public Health Services. Under the direction of the Public Health Services Assistant Deputy Director, the incumbent is responsible for revising public health nursing standards of practice within HHSA. This class differs from the next lower class, Public Health Nurse Manager, in that the Chief Nurse, Public Health has full responsibility for public health nursing standards.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, organizes, directs, and coordinates the nursing and administrative activities of PHN Administration, Public Health Services.
2. Directs and evaluates subordinate supervisory personnel.
3. Plans for the most efficient use of resources.
4. Reviews, analyzes, and recommends modifications to public health nursing services based on community need.
5. Establishes standards of performance for nursing services.
6. Guides the development of in-service training programs.
7. Works with administrative and supervisory personnel in planning and developing new programs and policies.
8. Collaborates with other departments, social services, and community based agencies/organizations to determine community health needs.
9. Ensures community health needs assessment and cultural responsiveness.
10. Emphasizes collaboration with community partners.
11. Responds to healthy disparity issues.
12. Has up-to-date perspective on current PHN best practices and an ability to develop PHN outcomes and cost effective measures.
13. Develops, maintains, and evaluates quality assurance standards and protocols for PHN services.
14. Develops and coordinates budget plans.
15. Seeks outside funding for public health programs.
16. Interprets the public health nursing program to community and professional groups.
17. Maintains up-to-date knowledge of laws pertaining to public health and ensures staff are aware of changes in the law.

18. Prepares executive level correspondence and reports.
19. Reviews work in progress performed by subordinate staff.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Principles and techniques of supervision and training, fiscal management including budget preparation, and personnel management and administration.
- Department programs, policy, and procedures.
- Principles and practices of public health nursing, the promotion of health and the prevention of disease and disability.
- General nursing skills and practices in the areas of maternal, child, and adult health, medical and surgical nursing, and communicable disease control.
- Community needs assessment.
- Current developments in public health nursing.
- Health care needs of diversified populations consisting of a variety of social, cultural and ethnic backgrounds.
- Community resources available to implement and provide health-nursing services.
- Federal, state, and local legislation and regulations related to public health nursing programs.
- Public and private nursing service providers.
- Current medical procedures, medications and equipment.
- Current nursing programs.
- Labor relations.
- County government structure and function.
- The General Management System in principle and in practice.

##### Skills and Abilities to:

- Plan, direct, coordinate, and evaluate the overall activities of the public health nursing division.
- Plan, direct, organize, and evaluate significant public health nursing programs through subordinate staff to a wide range of clients.
- Analyze data, solve problems, identify appropriate solutions, make logical decisions and evaluate results.
- Plan, develop, implement and administer nursing programs, policies and procedures.
- Respond appropriately to emergency situations.
- Communicate effectively, orally and in writing.
- Prepare executive level correspondence and reports.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working relationships with those contacted during the course of work.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university or certified equivalency for foreign studies in nursing, AND, five (5) years (within the last ten years) of progressively responsible experience in public health nursing, four (4) years of which included experience in an administrative or supervisory position in an official public health agency or similar agency or organization providing a wide range of public health nursing services; OR,
2. A master's degree from an accredited college or university or certified equivalency for foreign studies in nursing, public health education, or a related health care field with major studies in administration, supervision, education or consultation, AND, four (4) years (within the last ten years) of progressively responsible experience in public health nursing, three (3) years of which included experience in an administrative or supervisory position in an official public health agency or similar agency or organization providing a wide range of public health nursing services.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: sitting, walking, standing, neck and waist bending and twisting, repetitive use of hands, simple and power hand grasping, and fine manipulation of hand. Occasional: bending, squatting, climbing, kneeling, hand pushing and pulling, reaching above and below shoulder level, lifting and carrying up to 25 lbs.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Valid California Registered Nurse License is required at time of appointment.

### Certification/Registration

Public Health Nurse Certificate from a State Public Health Nursing or other regulatory agency is required at time of application. CPR card is required at time of appointment and must be maintained throughout employment.

### Working Conditions

Office environment, exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Note:** Candidates hired in this class must acknowledge that they are aware of child abuse reporting requirements and will comply with them (California Penal Code Section 1166.5).

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: April 14, 1999**  
**Reviewed: Spring 2003**  
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